



**Barbara Markowitz, CPPB, Agency Chief Contracting Officer**  
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**NOTICE OF SOLICITATION**  
**RELEASE DATE: MARCH 11, 2016**  
**PIN: 81617ME0001**

**Elevator Maintenance and Repair**

The Office of Chief Medical Examiner (“OCME”) is seeking specific bids from qualified Contractors to perform **Elevator Maintenance and Repair at four (4) OCME Facilities**. The term of the Agreement shall be for a three (3) year period, anticipated to be from July 1, 2016 until June 30, 2019, with two (2) one (1) year renewal options.

The Invitation for Bid (IFB) document for the above mentioned project will be available from Friday, March 11, 2016 through Thursday April 7, 2016. Prospective bidders are advised to contact the individual listed below to reserve a bid package and arrange for pickup, Monday to Friday, exclusive of holidays, between the hours 9:00 AM and 3:00 PM at 421 East 26<sup>th</sup> Street, 10<sup>th</sup> Floor, New York, NY 10016. The solicitation documents are also available in PDF format from *The City Record* and may be downloaded by accessing [www.nyc.gov/cityrecord](http://www.nyc.gov/cityrecord).

**Contract Officer:** John K. Bernabe  
**Telephone:** 212-323-1730  
**Fax Number:** 646-500-6374  
**Email:** [jbernabe@ocme.nyc.gov](mailto:jbernabe@ocme.nyc.gov)

An optional Pre-Bid Conference will be held **Wednesday March 23<sup>rd</sup>, 2016 2: 00 PM at 421 E. 26<sup>th</sup> St, 10<sup>th</sup> Fl., East Conference Room East, NY, NY 10016**. The deadline for submitting questions pertaining to this procurement will be **Friday March 25, 2016, 4:00 PM**. Prospective bidders are advised to **notify the Contract Officer of the names of the representative(s) who plan to attend**.

**Optional site visits may be scheduled for:**

LOCATION	DATE	TIME	CONTACT	TELEPHONE
Queens OCME 160-15 82 <sup>nd</sup> Drive Jamaica, NY 11432	3/21/2016	10:00 AM	Steve Telehany	212- 323- 1450
Brooklyn OCME 599 Winthrop Street Brooklyn, NY 11203	3/22/2016	10:00 AM	Steve Telehany	212- 323- 1450
Manhattan OCME 520 First Avenue NY, NY 10016	3/23/2016	10:00 AM	Steve Telehany	212- 323- 1450
Manhattan OCME 421 East 26 <sup>th</sup> Street NY, NY 10016	3/23/2016	12:00 PM	Jim Eves	212- 323- 1681

All Bid Forms must be submitted via mail or hand delivered to this office **NO LATER than Thursday April 7, 2016 at 12:00 PM**. Bids will be opened **Thursday April 7, 2016 at 3:00 PM at 421 East 26<sup>th</sup> Street, NY, NY 10016, 10<sup>th</sup> Floor Conference Room #1018 East**.

**NOTE** – Failure to deliver a complete bid to the address listed above by the date and time specified in this Notice of Solicitation may result in rejection of the bid. Bidders are advised to obtain from the OCME Contracts Unit a signed receipt acknowledging submission of the bid package. Any of the following individuals may be contacted for this purpose:

John K. Bernabe 212-323-1730  
 Luis Rodriguez 212-323-1733